TO: ALL PRESENTERS/PANELISTS/SESSION MODERATORS/GUESTS
American Neurotology Society
61st Annual Fall Meeting – "Fab Friday"
October 16, 2026

FROM: Kristen Bordignon & Douglas Gossard, Administrative Team

RE: Speaker AV Guidelines, COI Disclosure & Registration

Hello everyone!

We look forward to your upcoming presentation in Los Angeles on ANS "Fab Friday". The program will take place on Friday, October 16, 2026, in Diamond Ballroom 6–10, located on the Diamond Level of the JW Marriott Los Angeles L.A. LIVE, 900 West Olympic Boulevard, Los Angeles, CA.

As a presenter (invited guest, panelist, or study group presenter), please review the Speaker Guidelines below. These guidelines are designed to ensure a seamless educational program and help keep every session running on time. For your convenience, your session moderator(s) have also been copied on this email. Please confirm with your panel moderator or study group coordinators for details of your presentation and time allotted for your individual presentation.

EQUIPMENT

The following audio-visual equipment will be provided in Diamond Ballroom 6–10:

- Presentation computer at the technician table installed with Microsoft PowerPoint 365. *See instructions regarding embedded videos for Microsoft PowerPoint 365.*
- Confidence monitor, laser pointer and a wired mouse for slide advancement at the podium.
- Single-screen (16:9 widescreen) projection
- LCD Projector
- Microphones (1 lectern, head table microphones and 2 floor microphones)
- Expert A/V Technicians (1 Audio Technician & 1 Computer Technician)
- Large Display Speaker timer

IMPORTANT - ASSEMBLING YOUR PRESENTATION

All presentations must be prepared and submitted using Microsoft PowerPoint format.

- All PowerPoint (PP) presentations should be created/submitted in a 16:9 (widescreen) format.
- Title slides, if used, should be included as part of your PP presentation.
- Videos must be embedded within the PowerPoint presentation. *Presenters with embedded video must test the file with the AV technician before presenting.*
- Presenter View will not be available at the lectern. A printer will be available in the speaker ready room to allow you to print out your notes to bring with you if needed.
- HIPAA compliance is required. Please ensure all patient information has been removed or completely obscured to maintain HIPAA compliance, including names appearing on radiographic images. Photos of patient faces should not be included unless appropriate permission has been obtained.
- **PERSONAL LAPTOPS AND OTHER PRESENTATION DEVICES CANNOT BE CONNECTED AT THE PODIUM.**

SPEAKER READY ROOM (SRR) – DIAMOND OFFICE

The Speaker Ready Room is located in the "Diamond Office", conveniently located in the corridor across from the ANS Registration Desk and directly in front of the Diamond Ballroom 6–10 entrance.

- All presentations must be provided to the AV team a minimum of **three (3) hours before** the start of your scheduled presentation.
- All updates to presentations must be made in the Speaker Ready Room, not in Diamond Ballroom 6–10.
- All presentations will be loaded by the AV technician onto the presentation computer in the ballroom.
- If your presentation contains embedded video, you MUST test the presentation with the AV team before your session.
- The Speaker Ready Room will be staffed with a superb technician for assistance.

HOURS FOR THE SPEAKER READY ROOM (PST)

Thursday, October 15 - 2:00 PM – 7:00 PM
Friday, October 16 - 6:00 AM – 4:00 PM

EARLY PRESENTATION UPLOAD OPTION

Presenters scheduled for Friday morning study group sessions may instead choose to submit their final PowerPoint presentation electronically in advance.
If you are presenting during one of the study groups, you may email your final PowerPoint presentation directly to our AV provider: Mr. Rick Smith at rsmith@audiovisualone.com
Include your full name, title of your presentation, and the session name within the body of the email.
Be sure your saved PowerPoint file includes ANS, your last name and 3-4 words from the title.
Please copy ANS admin, Kristen Bordignon at administrator@americanneurotologysociety.com
All other presenters should upload their presentation in the Speaker Ready Room.
DEADLINE TO SUBMIT ELECTRONICALLY IS MONDAY, OCTOBER 12, 2026, BY 9:00 A.M. (PST)
Please note:

- Only final presentations should be submitted electronically.
- No revisions can be accepted after the Monday deadline.
- Presentations submitted electronically will already be loaded into the presentation computer prior to your arrival.

DISCLOSURE OF FINANCIAL RELATIONSHIPS – REQUIRED

The American Neurotology Society and the American College of Surgeons, as the ACCME Accredited CME provider, have instituted the following mechanisms in addition to the **required COI disclosure** to ensure balance, independence, objectivity and scientific rigor in all its educational activities. Compliance with the ACCME guidelines and prevention of any perceived conflict of interest is paramount**. This financial disclosure is related to your participation in this educational activity only.**

DISCLOSURE SLIDE

ANS requires **all presenters to display a disclosure slide at the beginning of their presentation**, regardless of whether financial relationships exist.
An example disclosure slide is attached for your convenience. You may modify the format; however, your name, co-author names (if applicable), and disclosure information must be clearly stated.

- Presenters may not display company-branded slides or commercial logos within their presentation. University, institution or practice affiliations/logos are permitted.
- Advertisement of a course or program at your institution is **not permitted during your presentation.** *ANS will accept one promotional slide for display during the dedicated breaks. Slides must be submitted to Kristen by* ***October 1st*** *for inclusion in the scrolling break presentation.*
- Educational content must be balanced, scientifically rigorous and free from commercial bias. Clinical recommendations must be based on evidence accepted within the profession as adequate justification for their indications and contraindications in patient care.
- Scientific research referenced, reported or used to support patient-care recommendations must conform to generally accepted standards of experimental design, data collection and analysis.
- **All relevant financial relationships must be reviewed and appropriately mitigated prior to participation in the CME activity.** Failure or refusal to disclose required financial relationships, or the inability to appropriately mitigate an identified relationship, may result in withdrawal of the invitation to participate.

The intent is not to prevent a speaker with a significant financial or other relationship from making a presentation, but to make sure that such relationships are adequately disclosed so listeners can make their own judgment. Accredited providers are responsible for validating the clinical content of the CME activities that they provide. Specifically,

1. All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.

2. All scientific research referred to, reported or used in CME in support of or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

ALL PARTICIPANTS – ACTION REQUIRED

Please complete the **required** Disclosure of Financial Relationships form no later than September 1, 2026. (formerly referred to as COI Disclosure)
Here is the link, https://www.surveymonkey.com/r/ANSSpeakerCOIform-Fall2026

RECORDING

We will be recording the afternoon presentations for future ANS educational use (ANS YouTube). Please speak clearly and directly into the microphone to ensure a high-quality recording. The final recordings will feature your presentation slides accompanied by your audio; presenters will not appear on camera.

MEETING REGISTRATION

One more reminder, if you have NOT registered for the ANS Fall meeting, please visit the ANS website to register.
https://www.americanneurotologysociety.com/ans-fall-meeting-2026-los-angeles

IMPORTANT: All presenters/participants are required to register for the meeting.
FAQ: Do I need a code? No, there is **no code required** to register.

- Medical students, residents, neurotology fellows and other eligible trainees should register under the appropriate trainee category for complimentary registration.
- ANS members are required to pay the applicable meeting registration fee.
- Eligible nonmember presenters (MD) have received separate registration instructions from the ANS Administrative Office. If you are eligible and need further assistance, please email the ANS administrative office.
- **Please register before September 8 to receive an early discount.**

QUICK PRESENTER CHECKLIST

- PowerPoint prepared in 16:9 widescreen format.
- Required financial disclosure slide included at the beginning.
- All videos embedded and tested.
- All patient-identifying information removed or obscured.
- Presentation timing confirmed with moderator/coordinator.
- Early Friday presenter? Final PowerPoint emailed to Rick Smith by Monday, October 12 at 9:00 A.M. PST, if using the advance-upload option.
- Otherwise, presentation uploaded in the Speaker Ready Room at least three hours before the scheduled session.
- Meeting registration completed.

If we can be of further assistance, please feel free to contact us anytime.

Kristen & Doug
Your Administrative Team

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